Application for permission to do research

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You need to apply for a research permission if you want **to adapt the test or test material** in any way, shape or form, or **use only use part of the material**, **develop new norms** or **publish items from the material** in your research paper.

Fill out this application form and send it to info@hogrefe.no to apply for a research permission. We will process all applications within four weeks. We will get in touch if further information is required.

Contact information

Name _____

Occupational/work title _____

Institution _____

Address _____

Delivery address _____

Invoice address _____

Invoice reference _____

E-mail _____

Phone number _____

Name of the person responsible for the study and or authorization (e.g. clinical psychologist)

_____

If you are using classified information

Name of the person responsible for the study and or authorization (e.g. clinical psychologist)

_____

Information about the study and test

1. Which psychometric test/method will be used in the study

   _____

2. Name of the study

   _____

3. A short description of the study (separate document can be attached)

   _____

   _____

   _____

   _____

   _____

   _____

4. Have you already purchased the material you will use? (manual, questionnaire etc.)
   a. Yes
   b. No

5. Why can you not purchase the material as is?

   _____

   _____

   _____

6. In which way do you want to adapt the current test?

   _____

   _____

   _____

7. Do you want to use the test/method as is or just part of the test/method? Describe which part (index, factor, facet, item etc.).

   _____

   _____

   _____

8. Do you wish to produce your own test material? Describe (printed, digital)

_____

_____

9. How many participants will take part in the study?

_____

10. How many times will the test/method be administered to each participant?

_____

11. Total amount of administration (number of participants x number of administrations)

_____

12. How will you administer the test?

    a. Paper and pencil ◯
    b. Digital ◯
    c. Other (e.g., oral) ◯

13. How will you distribute the test to the participants? (Mail, e-mail, personal contact etc)

_____

_____

_____

Online administration

14. Which digital platforms will be used for administration/distribution? (Attach proof of adherence to GDPR and safety measures if not using HTS)

_____

_____

_____

15. How do you protect the test/method so that only participants can access the platform? (e.g., two-factor authentication)

_____

_____

_____

16. How do you ensure that the test/method is protected against unauthorized use and copying? (attach documentation)

_____

_____

_____

17. Is it possible to track number of completed administrations in the platform?

_____

_____

_____

18. Timeframe for the study (start and endpoint)

_____

Place and Time _____

Signature _____

Hogrefe notes

Date	Test	Competency	Permission nr	Period	Cost